## General Information

What are the **major sectors** for grants under the Alumni Small Grants Program?

The major sectors for the Alumni Small Grants Program (ASG) include:

- Education
- Health
- Energy
- Agriculture
- Economic Growth
- Governance
- Volunteerism
- Arts
- Culture
- Social Assistance (rehabilitation and reconstruction after floods and other disasters)

What are the **main project areas** under ASG?

Project proposals focused on the areas below will be deemed more competitive but not limited to:

- Community service projects that encourage volunteerism and benefit the community
- Public education projects that promote better understanding between Pakistan and the U.S.
- Proposals that support the dissemination of tolerant voices on important issues related to minorities or women
- New media concepts aimed at reaching wider audiences
- Media training projects
- Democracy and human rights
- Economic opportunity, prosperity, and entrepreneurship
- Women's empowerment
- Promoting a better environment
- Food security
- Health awareness
- Regional level engagement between Pakistan and other South Asian neighbors
- Youth recreation, leadership, and education programs; cultural programs

What is the **geographical coverage** of ASG?

ASG is open to applicants from all four provinces of Pakistan as well as Gilgit-Baltistan, FATA, and Azad Jammu and Kashmir.

Are there any **deadlines** for submitting applications?

No. The acceptance and processing of applications will take place on a rolling basis and therefore there are no specific deadlines or solicitations for these grants.

Do applicants need to have **experience** implementing this project?

No. Experience implementing donor-funded projects will be considered positively, but the lack of such experience will not be considered as a disadvantage.

How **many applications** can an applicant submit at one time?

Applicants should prioritize their needs and submit one application at a time. A second application will not be considered until the applicant is informed about the status of its first application. An applicant will have to wait until three (3) months to reapply for a grant whether his/her project has been completed successfully or application turned down.

**Are applicants whose original application was turned down allowed to apply again?**

Applicants who have not been successful in receiving an award are welcome to apply again. These applicants may, if interested, contact ASG officer at **ASG@USEFPAKISTAN.ORG** to discuss the reasons why their original application was rejected and receive suggestions on how a new proposal could be strengthened. An applicant will have to wait until three (3) months to reapply for a grant in case his/her application was initially turned down.

**Can I apply for more than one project with multiple applications simultaneouslyin the same grants cycle?**

No, you may apply for only one small grant per month.

**Can I apply for a small grant on individual basis or do I have to constitute a group of multiple people in order to apply for it?**

Alumni can apply as a team for a single project. The team must identify a single person who will lead the project as a coordinator. The maximum grant funding will remain limited to $5000.

**How to apply for PUAN membership?**

Please write an email to puan@state.gov for PUAN membership.

**What types of proposals can be submitted under ASG?**

A valid proposal under ASG must meet the following criteria:

- be innovative and unique
- be independently originated and developed by the applicant
- be consistent with and supportive of Public the alumni exchange experience
- be able to meet a specific community need

**What can be classified as a purpose of ASG?**

- Enhance community engagement
- Support and develop new Pakistani voices and leaders
- Provide educational or economic opportunities for Pakistani youth and the general public
- Create opportunities for engagement between the people of Pakistan and regional neighbors
- Advance the public good and promote community service in Pakistan
- Increase understanding about the United States, the American people, and mutual understanding
- between the U.S. and Pakistan
- Invest in people by funding programs that: support improving educational opportunities in
- Pakistan

**Are there any specific forms for applying for ASG?**

Yes. There is a specific application **Form ASG-0013-01** for ASG which can be downloaded from the website - http://islamabad.usembassy.gov/al_network.html.

**How can alumni apply?**

Alumni should read documents such as General Information Document - RFP and Grant General Guidelines for SG before filling in the application **Form ASG-0013-01.**

The complete application has to be sent to the following email address:
**ASG@USEFPAKISTAN.ORG**

**What are the key prerequisites for an applicant to qualify for ASG funding?**

Applicants must be:

- Pakistani Alumni from U.S. government-funded exchange programs
- Registered and confirmed members of the Pak- U.S. Alumni Network (PUAN)

To become a member, send an email to PUAN@state.gov, including the name and year of your exchange program.

**Which U.S. government funded exchange program alumni can apply for ASG?**

Applicants from all U.S. government funded exchange programs can apply for ASG.

ACCESS English Micro-scholarship Program students graduates can apply but ACCESS program teachers are not eligible

## What is **"cost share"** and how can an applicant include it in its application for a project?

"Cost Share" means the applicant's contribution which it will provide for the proposed project.

Cost share is not mandatory under the ASG. However, the Program strongly encourages applicants to contribute, either in cash or in-kind. Greater weightage will be given to applications which include a cost share. Alumni may count their time as cost share.

## What are the **"eligible" activities** under ASG?

All expenses incurred must be direct costs.

*Typical Costs*
- Project supplies
- Publications
- Travel
- Materials
- Room Rental
- Networking activities

## What are the **"ineligible" activities** under ASG?

A list of ineligible activities that cannot be funded is given in the applicant's guidelines. Activities that are not typically funded include, but are not limited to:

- Indirect costs or overhead
- Training
- Salary
- Conference
- Individual travel to conference
- Academic research/projects
- Out of country travel
- Administrative fees
- Mixing with other funds
- Continuous project without a defined project end date
- Lobbying for political parties
- Religious activities
- Book launches
- Projects that solely benefit alumni or their work(s)

## What are the **application requirements**?

Applications will be accepted only if the following conditions are met:

- Completed project proposal along – **Form ASG-0013-01**
- Detailed project budget
- Short Resume
- Submission of all forms to **ASG@USEFPAKISTAN.ORG**

**Which other supplementary documents are essential for submission along grant application?**

Depending on your project activities, following documents must be submitted along-with grant application:

- Training module/agenda
- Training curriculum/coursework
- No Objection Certificate(s) (NOCs) from local government
- Letters of consent or MOUs from other organizations involved
- Bio of trainers
- CVs of team members (key personnel)
- Details of other partner organizations

**What should be a small grant project on training workshop look like?**

Trainings should be focused on business development and entrepreneurial skills enhancement (marketability) instead of just equipment-based skill enhancement.

**How can I reduce my budget cost on venue?**

You can talk to your university/organization administration for subsidized venue arrangement. You can also get in touch with your respective alumni coordinator who can connect your with senior faculty members (alumni) in this regard. Moreover, State-Department-funded Lincoln Corners or Helen Keller Centers can support alumni activities with minimal expense.

**What is the most pertinent information I need to provide with regard to the proposed target audience?**

Proposals should clearly explain the selection criteria for your target audience e.g. students, widows, teachers etc. Also, mention the number of people you plan to select for your workshop/training.

**How important is the role of senior alumni in a small grant project?**

Senior alumni can assist and guide you as a mentor on volunteer basis with regard to running your project effectively and efficiently. They can also volunteer as a trainer in your project hence saving you time and budget cost.

**Are cash prizes allowed under ASG program?**

No, cash prizes and donations are strictly prohibited. You can give certificates, shields or other stationery items to your winning participants as a token of appreciation.

**How important is submitting a CV with my application?**

Submitting your CV along-with your grants application is extremely important and is beneficial for the ASG evaluation committee to assess your skills and expertise related to your academic and professional background.

Can alumni get **funding for new projects** after the completion of an awarded project?

Yes, but preference will be given to new applicants to maximize outreach of the program to other deserving communities.

What is **waiting period** for a Grantee to re-apply for a new or ongoing small grants project?

An applicant will have to wait until three (3) months after a successful project implementation to reapply for another grant.

What are the **reporting requirements** for the ASG?

After the award of a project, the Grantees will be required to submit provisional/final report(s) that must contain a narrative as well as financial elements. Project reports shall be submitted congruent to the duration of the Project. Sharing of reporting templates with alumni is subject to project proposal approval.

Will the **unused funds**, if any, be returned to ASG upon completion of a project?

Yes. Any unused funds should be promptly returned to ASG upon the completion of a project.

Will ASG **monitor** the project implementation?

Yes. Project monitoring will be carried out through:

- Progress reports by the Grantees
- Monitoring visits by ASG staff

The purpose of such monitoring visits will be to assess the progress vis-à-vis agreed targets and to monitor the operational transparency, documentation and other obligations as envisaged in the Grant Agreement.

Can the ASG funds be used for **other** than approved project/activities?

No. The ASG funds cannot be used for any project/activities that have not been approved.

What are the **consequences of fraud/corruption/embezzlement/misappropriation** of ASG funds by the Grantees?

In such cases, USEFP-PUAN will terminate the Grant Agreement and the Grantee will return all the disallowed costs. In addition, USEFP-PUAN may take other legal action as deemed appropriate.

**If awarded a small grant, when could I expect to receive the funding?**

After approval of the grant, it will take one week to disburse funds to a Grantee. The grant shall be disbursed in installment(s) in the amounts.

Can a Small Grant pay **salary** for me and/or personnel involved?

No. Salary costs are not allowable expenses.

What is ASG's policy on the usage of logo(s) during the promotion of a small grants project?

It is mandatory that alumni acknowledge that the major source of funding for the events is coming from the Pakistan-U.S Alumni Network, and not from any partner organization that might be involved in cost-sharing. The alumni should not use logo of the United States Educational Foundation in Pakistan (USEFP) during the ASG events, reunions or chapter activities. Just the logo of PUAN suffices. Please use the complete name of Pakistan-U.S Alumni Network in your promotional materials of events and not just Pak-U.S Alumni Network or PUAN. Moreover, it is compulsory that the alumni should take prior written consent from the U.S Embassy Islamabad, the U.S Consulates or the Pakistan-U.S Alumni Network's office at USEFP, before the logos of these offices is used in the branding for the events.

**What is the ASG Evaluation Committee?**

The committee, chaired by the U.S. Embassy Assistant Cultural Affairs Officer responsible for alumni activities, will meet to review all grants. In addition, the committee will be comprised of one other officer from the Public Affairs Section at the U.S. Embassy, the USEFP Director of Alumni Affairs, and two representatives from PUAN.

**How will applicants be informed whether or not their applications have been selected for an award?**

Applicants will be notified when their application for the ASG is received. The ASG committee will communicate the approval of as well as denial of awards over email.

**What is USEFP-PUAN Office?**

In collaboration with the U.S. Embassy in Pakistan, the United States Educational Foundation in Pakistan (USEFP) established a separate alumni small grants office in November 2012. This office works directly under USEFP's Alumni Affairs department while coordinating closely with the Pakistan-U.S. Alumni Network (PUAN). PUAN is a network of alumni of U.S. Government-funded exchange programs that acts on the national level as well as 11 different chapters across the country. USEFP has provided an office space for two full-time employees who will be working on alumni specific small grants and PUAN chapter activities. The newly established USEFP-PUAN office seeks to build on knowledge, skills, and mutual understanding learned during the alumnus' participation in the exchange program, and to create an arena in which skills can be amplified to advance U.S. Embassy's goal of increasing mutual understanding and supporting community service in Pakistan.

**What happens after an application is submitted?**

The applicant will be sent an acknowledgement of receipt when an application is received by the ASG committee. The processing of an application may take 6 weeks or more at which point the applicant will be duly informed of the outcome.

**What are the steps involved in processing an application? Who is involved?**

Step 1    -    Read General Information Document - RFP and Grant General Guidelines
Step 2    -    Fill in application form **ASG-0013-01**
Step 3    -    Email application form at **ASG@USEFPAKISTAN.ORG**
Step 4    -    ASG committee will notify applicants regarding application status in six weeks
Step 5    -    Successful applicants will sign a Grant Award Document
Step 6    -    Successful applicants will receive first installment one week after approval

Once an application for the ASG is received, the USEFP-PUAN office reviews it to ensure that all the required information has been provided and to verify that the alumnus/alumna is eligible for funding. The USEFP-PUAN office may contact applicants to request additional information, if necessary. Once the review process is complete, the ASG committee meets to review and score the application and make a recommendation as to whether it should be awarded the grant or not. This information is then sent to the U.S. Embassy for further review. Staff from the U.S. Embassy in Islamabad as well as the Consulates in Karachi, Lahore, and Peshawar review the proposal and the ASG's recommendation before taking a decision. These decisions are then communicated to the applicant.

What does the ASG evaluation committee like?

The ASG evaluation committee likes:

- Lots of details
- Clarity
- Focus on single idea
- Rational budget
- Applying your exchange experience
- Demonstration and justification of expertise
- Team work - Personnel including alumni, non-alumni and equal gender ratio
- Volunteerism

## Miscellaneous

### Can I view a sample of a previous application?

For privacy reasons, we cannot allow you to view previous applications. Please use the given templates to fill out your application. The USEFP-PUAN office can answer any specific questions you may have about required format and level of detail.

### My proposal was funded for 6 months, but I haven't completed the work yet. Can I get an extension?

Extensions will not be regularly granted. In order to receive an extension, grant recipients must show significant progress towards completing the work and sufficiently explain the delay in completion. Extensions longer than one month will not be approved. Please contact **ASG@USEFPAKISTAN.ORG** immediately if you believe you will require an extension. In the case of an extension denial, you will have to immediately return all unused project funds.

### Where do higher budget applicants go?

Information about other grant programs offered by the U.S. Mission in Pakistan is available at http://islamabad.usembassy.gov/al_network.html.